



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

Reply to
Attn. of:

SP 94-C-24

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Subject: Changes from Draft to Final Coordinated Review Guidance

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri ED,
(Special Nutrition Programs) Montana OPI, Nebraska ED, North Dakota,
South Dakota, Utah and Wyoming ED

Attached for your information is a "Summary of Significant Changes" provided to us by the Child Nutrition Division which shows changes made from the draft to the final version of the Coordinated Review Guidance. We hope you find this information helpful. If you have questions, do not hesitate to contact our review section at (303) 844-0355.

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Regional Director
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Attachment

Coordinated Review Guidance Summary of Significant Changes

The following revisions were made to the Coordinated Review Guidance from the October 2, 1992 draft to the final version. For the most part, information which was included in the draft but deleted from the final is not identified.

1. Overview

- 1-2 The paragraph beginning, "A State agency may, without FNS approval, review ..." was added.

2. Pre-Review

- 2-3 Information from the Instructions for the School Selection Worksheet, O-2, was included in the Guidance since the form is optional, however, the procedures are required.
- 2-4 Residential Child Care Institutions were excluded from the mandatory 100/100 selection criteria.

3. Critical Areas

Reference to FDPIR was included where needed.

- 3-4 The paragraphs beginning, "If direct certification documents are maintained at the school level..." and, "If the SFA generates individual direct certification lists..." were added to clarify the procedures for reviewing direct certification.
- 3-9 16. ADP Factor if Needed: The second paragraph was changed from, "It is recommended..." to, "It is suggested..."
- 3-13 NUMBER TO REVIEW The last paragraph was changed from, "... the Statistical Sampling procedures provided in this guidance must be used." to, "The Statistical Sampling procedures provided in this Guidance may be used... If these procedures are not used, the sampling procedures used must conform to those outlined in 7 CFR Part 210.18."
- 3-14 INFORMATION FROM SIBLING APPLICATIONS The paragraph under this sub-heading was added.
- 3-15 The paragraph beginning, "The test of the system of benefit issuance requires that 10% of the free..." was added.

- 3-16 **SELECTING THE TIME PERIOD TO REVIEW** The paragraph beginning, "If the SFA/school cannot provide benefit issuance documents for the review period..." was added.
- 3-16 **NUMBER OF NAMES TO REVIEW** In the paragraph beginning, "In schools with a small number of students approved for free..." "recommended" was changed to "suggested."
- 3-17 **STUDENT WORKERS** The two paragraphs under this sub-heading were added.
- 3-18 The last paragraph was changed from, "... the Statistical Sampling procedures provided in this guidance must be used" to, "...the Statistical Sampling procedures provided in this Guidance may be used. If these procedures are not used, the sampling procedures which are used must conform to those outlined in 7 CFR Part 210.18."
- 3-19 **GENERAL COMMENTS** Added, "withdrawals," to the conditions which necessitate updating the eligibility certification and benefit issuance documents.
- 3-21 301. Procedures for observation of the meal service were changed from, "Observe the entire lunch service for each food service line including, if possible, all points where lunches are being counted" to, "The observation of the meal service must include each point where meal counts are taken and should include, where possible, each food service line and cashier."
- 3-23 **STUDENT WORKERS** The paragraph under this sub-heading was added.
- 3-31 **DIFFERENCE DUE TO EDIT CHECKS** The paragraph under this sub-heading was added.
- 3-36 **PRIOR FY CURRENT FY** The paragraph under this sub-heading was added.
- 3-37 and
3-38 References to direct certification were added as needed.
- 3-39 References to benefit issuance and updating eligibility were added as needed.

3-39 **ACTUAL COLUMN** In the paragraph beginning, "If meal count documentation is not available..." the following sentence was added. "If the school's participation factor recorded on S-1, block 16 is greater than 100% (1.00), use 100% (1.00) as the participation factor.

3-40 **LINE 8** The paragraph beginning, "Once corrective action has been completed by the SFA/school..." was added.

3-42 In the list of examples of types of errors which must be recorded, the time periods which must be recorded were added.

In the paragraph beginning, "In those cases where the Claim for Reimbursement will be adjusted because of errors identified during the review, this worksheet may be used..." was changed to, "...this form must be used..."

4. General Areas

All citations for specific corrective action related to General Areas of review were removed.

4-1 **FISCAL ACTION** The paragraph under this sub-heading was added.

4-3 In the paragraph beginning, "If verification is not performed in all schools..." the following sentence was added. "Any changes in eligibility category which were not made must be recorded on the CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET, S-5."

4-4 The requirement to observe at a minimum 20% of the total lunches counted was removed. The 20% observation is required as part of the Critical Areas of review, question 305.

MISSING ITEM/COMPONENT The paragraph under this sub-heading was added.

4-7 The sentence beginning, "If the edit check process results in incorrect Claims for Reimbursement,..." was added.

5. Statistical Sampling

No substantive changes were made.

6. Post Review

No substantive changes were made.

7. Fiscal Action

This section was redesigned to present more information in chart rather than narrative form.

- 7-3 OVERCLAIM DISREGARD** The paragraph was expanded and "The State may disregard a claim if the total claim does not exceed \$600.00 per fiscal year." was changed to, "The State agency may disregard a Coordinated Review overclaim if the total school food authority overclaim from an administrative review and all subsequent follow-up reviews does not exceed \$600.00 per program (NSLP, SBP, SMP)."

8. Fiscal Action Aids

The aids were removed from the fiscal action section and included in this section.

9. Appendix

- 9-6 NOTIFICATION LETTER OF POTENTIAL DISREGARD OR DISREGARD** was added.

10. Glossary

Definitions were added for the following: AFDC, Commodity School Program, Family, FDPIR, and Operating Days.